


ADMINISTRATION – CITY MANAGER
Memorandum #09-01

DATE: January 2, 2009

TO: Honorable Mayor Kathleen M. Novak and City Council members

FROM: William Simmons, City Manager 

SUBJECT: Action Item CR-167/Resolution 08-156

RECOMMENDATION:

In accordance with CR-167/Resolution 08-156 adopted on October 23, 2008, I recommend the following exceptions to the hiring freeze.

1. **Finance Director** – Essential to the overall effectiveness of the Finance Department. Provides critical control and management of all City finance functions. Recruitment process complete. Job offer pending.

2. **Public Works Director** – Essential to continued management and efficiency of the Public Works and Utilities Department, which consists of 68 staff members. Recruitment underway. Application due January 5, 2009.

3. **Accounting Manager** – This is a necessary position requiring senior level finance expertise in accomplishing the annual audit, CAFR, and annual budget preparation, plus provides leadership to the accounting division of the Finance Department. Status: Recruitment process underway – applications received. Interviews to be scheduled.

4. **Meter Reader** – This position is essential to the utility billing division of the Finance Department and has a direct correlation to the revenue collection of the City. The City employs only one person as meter reader. Recruitment process to begin January 9, 2009.

The number of authorized full-time budgeted positions in the 2009 budget is 241. For 2008, the authorized number was 256. Please see attached table.

There are currently 9 positions vacant:

Red – Request for exception

Blue – Other Vacancies

Vacancy	Salary Range	Starting Salary	Exemption Request Salaries	Other Vacancy Salaries
Director of Public Works	\$95422 - \$117597	\$95,422	\$95,422	
Director of Finance	\$95422 - \$117597	\$95,422	\$95,422	
Director of Parks & Recreation	\$95422 - \$117597	\$95,422		\$95,422
Logistics Manager	\$84683 - \$113009	\$84,683		\$84,683
Deputy City Clerk	\$41781 - \$55759	\$41,781		\$41,781
Accounting Manager	\$67360 - \$89892	\$67,360	\$67,360	
Court Clerk	\$32905 - \$43913	\$32,905		\$32,905
Meter Reader	\$30388 - \$40553	\$30,388	\$30,388	
Industrial Pre-Treatment Spec.	\$46152 - \$61593	\$46,152		\$46,152
		\$589,535	\$288,592	\$300,943
Exemption Request 01/08/09				
Total Salary Cost of exemption request	\$288,592			
Other Vacancies				
Total Salary Cost of other vacancies	\$300,943			
TOTAL	\$589,535			

Your favorable action on this request is recommended.

STAFF REFERENCE:

If Council members have any comments or questions, they may contact Bill Simmons at 303 450-8709 or email wsimmons@northglenn.org

CITY OF NORTHGLENN
AUTHORIZED FULL-TIME BUDGETED POSITIONS

Department	2007 Final Actual	2008 Adopted Budget	2009 Adopted Budget	2010 Projected Budget
Legislative				
City Clerk	3	3	3	3
Administration				
City Manager	3	3	2	2
Public Communication	2	2	2	2
CIP & Engineering	8	7	6	6
Planning and Development				
Neighborhood Planning	7	9	7	7
Building Inspection	6	6	6	6
Community Outreach	3	2	2	2
Neighborhood Services	10	9	7	7
Police Services				
Police	80	83	79	79
Animal Control	2	2	2	2
Parks, Recreation & Cultural Services				
Parks Operations	15	15	15	15
Recreation	22	9	9	9
Theatre and Arts	4	2	2	2
Public Works (a)	28			
Operations		3	2	2
Streets Maintenance		7	8	8
Facilities Manintenance		4	4	4
Fleet Services		4	4	4
Distributions, Collection & Trans		9	9	9
Sanitation		12	12	12
Utilities (a)	26			
Operations		9	9	9
Laboratory Services		4	3	3
Wastewater Treatment Facility		5	5	5
Water Treatment Facility		8	7	7
Electrical & Mechanical Utilities		5	5	5
Finance				
Administration & Accounting	5	6	6	6
Customer Service	4	4	5	5
Revenue Collection	4	4	3	3
Management Services				
Human Resources	5	6	6	6
Municipal Court	7	6	5	5
Information Technology	8	8	6	6
Total City	252	256	241	241

(a) Department position data by Division is unavailable.